

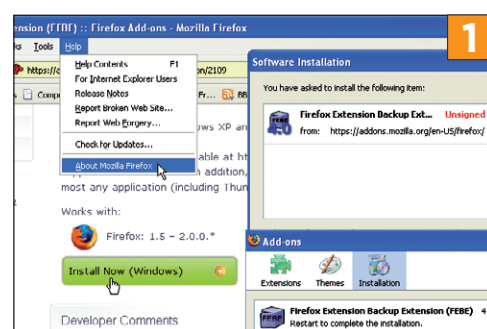
HOW TO... Back up your Firefox extensions

You've spent hours customising your browser, so don't risk losing all that hard work. Lauren Taylor shows you how to keep your Firefox extensions safe and sound

What makes Firefox a really useful browser, apart from the tabs, are the numerous extensions available. With these little programs, you can customise Firefox until it works exactly the way you want it to. Extensions are also a great way to add extra features and functionality to your browser. Over time, you'll add quite a few to Firefox. But what if you lose your setup, maybe through a hard disk failure, or if you work on more than one PC?

Finding and installing all those little programs can be a time-consuming task. Fortunately, there is a clever extension available that will do it for you, backing up all your extensions so you can quickly and easily set up Firefox again the way you like it. Firefox Extension Backup Extension (FEBE) can also be used to back up and restore themes, bookmarks, preferences and passwords. Here we show you how it works.

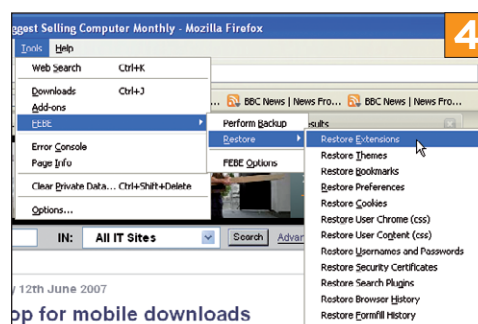
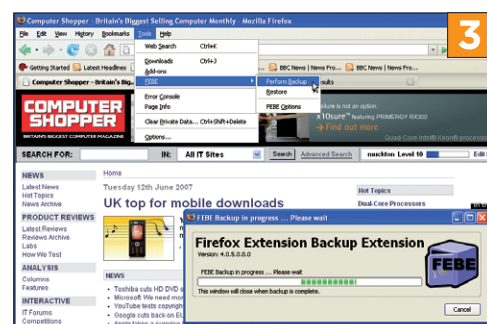
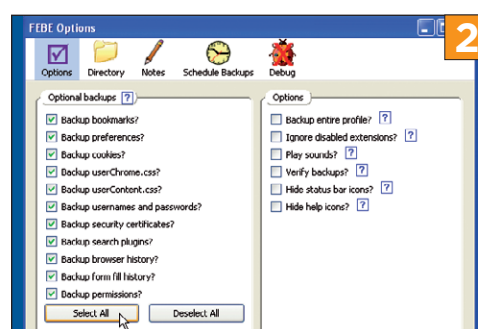
1 Start Firefox, and go to <https://addons.mozilla.org/firefox/2109>. You need to have Firefox 1.5 or later. To check the version of your browser, go to the Help menu and select About Firefox. If you haven't updated Firefox for a while, select that option from the Help menu. Click on the Install Now (Windows) button and then on Install Now in the dialog box that appears. You'll need to restart Firefox for it to take effect.



2 Go to the Tools menu and select FEBE, FEBE Options. In the dialog box that appears, select the additional items you'd like it to back up. Like other backup programs, you can schedule automatic backups. To do this, click on the Schedule Backups icon at the top of the dialog box. Next, select a folder where FEBE can save your backups. This is particularly handy if your computer is on a network. If it isn't, you can choose to back up to a CD or other removable media.

3 To perform a manual backup, go to Tools, FEBE, Perform Backup. We have a simple browser setup with just three extensions. Having selected all the backup options, look in the folder that FEBE stores backups in and you'll see that the backup takes up nearly 2GB. The more you customise your browser, the bigger the backup files can get.

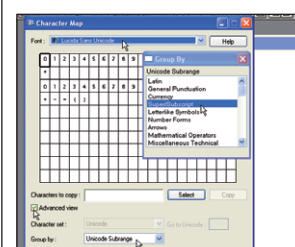
4 To restore a backup, select that option from Tools, FEBE. You have to restore each element separately, as there doesn't seem to be a Restore All option. Hopefully this will be rectified in later versions. It is useful to be able to pick and choose what you want to restore, particularly if you're using FEBE to customise Firefox on another machine. You may want to have extensions added, but not themes, for example.



HOW TO... Use subscript and superscript

Changing text or numbers into subscript or superscript is quite straightforward in Word and Excel 2003. Highlight the text, cell or portion of the cell's contents you want to change. Go to the Format menu, select Font or Cells and tick the box next to subscript or superscript.

You can't change part of a field in Access. Changes apply to all a field's contents. Instead, use Character Map (Start, Programs, Accessories, System Tools) to enter superscript or subscript numbers. Tick the box next to Advanced view. Select Unicode Subrange in the Group by menu. In the dialog box that appears, pick Super/Subscript. Most fonts only do this for the numbers one to three. Use Lucida Sans Unicode for numbers from zero to nine.



HOW TO... Find synonyms quickly

Stuck for words? Help is just a click away. In a Word document, right-click on a word. If it isn't in a bulleted or numbered list, or a hyperlink, you'll get a list of possible synonyms. Ability Write and StarOffice have a similar tool. Place the cursor in a word, go to the Tools menu and then select Thesaurus. Both handle simple words such as 'black', but can't cope with 'video', for example. Write could only list other words that started with V, while StarOffice drew a blank.

For these words, use an online thesaurus such as Thesaurus.com (<http://thesaurus.reference.com>).

